

MEMORANDUM FOR: Chief, Management Staff

SUBJECT: Records Management

25X1A9a

1. I would like to refer to our meeting of 15 August 1956 and to your memorandum for Mr. [REDACTED] attention of 17 August 1956.

2. The subject of Records Management has been given considerable attention within the Clandestine Services; it is certainly our intention to continue it, with special emphasis on records disposition.

3. With respect to this latter aspect, the following status report will be of interest:

a. In the first week of December 1955, the first shipment of required records was made to the IN/F area of the CIA Records Center. The size of this deposit was 1,345 cubic feet. Since then, IN/F holdings have increased to 5,103 cubic feet.

b. During the first six months of 1956, the following elements of IN/F have destroyed records in the quantity indicated:

	<u>Jan. 1956</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>	<u>May</u>	<u>Jun.</u>	<u>Totals (Cubic Feet)</u>
SI/PI	28.1	24.5	32.5	21.5	22.1	33.0	192.7
SI		3.7	1.5				5.2
SI							0.
SI/PI			.5				.5
SI	.5		.1				.6
SI	.3	4.5	.1		.1		5.0
SI/PI	5.5	.5	1.0				7.0
SI	.1	.7			1.4		2.2
SI		.5			1.4	.2	2.1
SI			.5				.5

OCT 12 1956

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2. The subject of Records Management has been given considerable attention within the clandestine services; it is certainly our intention to continue it, with special emphasis on records disposition.

3. With respect to this latter aspect, the following status report will be of interest:

a. In the first week of December 1955, the first shipment of retired records was made to the DD/P area of the CIA Records Center. The size of this deposit was 1,545 cubic feet. Since then, DD/P holdings have increased to 5,100 cubic feet.

b. During the first six months of 1956, the following elements of DD/P have destroyed records in the quantity indicated:

	<u>Jan. 1956</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>	<u>May</u>	<u>Jun.</u>	<u>Totals (Cubic Feet)</u>
SI/PI	28.1	24.8	10.5	21.6	22.1	23.6	152.9
CI		2.3	1.3	.2			3.8
PF							0.
THS			.8				.8
RE	.5		.1				.6
FE	.3	4.4	.1		.1		4.9
NSA	2.6	.3	1.9				4.8
VF	.7	.7			7.4		9.5
OF		.3			3.4	.2	3.9
EB			5.				5.

OCT 12 1956

	<u>Jan. 1956</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>	<u>May</u>	<u>Jun.</u>	<u>Totals (Cubic Feet)</u>
WE					1.		1.
IO				1.2			1.2
GRAND TOTAL							197.4 cubic feet

4. The imbalance which is apparent, for example, in figures for the various Divisions is in part explained by a procedural circumstance. If RI personnel are called upon to dispose of file materials for the Divisions, then the results are recorded under RI. However, we are studying methods for stepping up the pace throughout DD/P.

5. If you desire, the Chief of the Records Integration Division can henceforth furnish you with a monthly report consisting of the following elements:

- Cubic feet of records retired to DD/P/RI/Archives.
- Cubic feet of records retired to DD/P/RI/Files.
- Cubic feet of records retired to CIA Library.
- Cubic feet of records destroyed.
- Cubic feet of DD/P records in the DD/P vault of the CIA Records Center.

6. Our first push in an intensified records disposition program has been directed at our area divisions, in conjunction with an inventory of documents for the machine locator system which is now getting under way.

7. We should like to take full advantage of the capabilities of the Management Staff in this field. Needless to say, the advice we receive needs to be based on a full understanding of the intricacies of our records problem, and especially of the shortage of manpower we face. I am pleased to note, in this connection, that the fine cooperation and constant exchange of views between your Business Machine Advisor and the DD/P Machine Methods Unit appears to be yielding substantial results.

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Chief of Operations, DD/P